



500.24 Command Staff Notifications

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POLICY

Timely and effective information will be provided to the Sheriff and Command Team members about significant incidents that infrequently occur in daily operations of the Sheriff's Office.

PROCEDURE

A. Command Team Notifications

1. In the event of the occurrence of one of the following specific incidents, the below prescribed notifications are required. Initial required command notifications are the responsibility of the on duty patrol supervisor. Patrol supervisors may enlist the assistance of the Telecommunications Center in initiating the appropriate notifications, if the situation prevents safe notification, and the On-Duty Telecommunications Center supervisor will ensure the appropriate notifications are made.
2. Initial Immediate Required Notification
 - a. The patrol supervisor shall make initial notifications as soon as practically possible to the unit/district supervisor of all in-progress events and significant incidents as indicated below. Notifications should be made in the order listed below.
 - b. Additionally, any unusual or significant events outside of those listed on the chart below that may concern the good working order of the Hendry County Sheriff's Office, the safety of the citizens of Hendry County or may be of interest to the media, should be passed along to the affected district/unit supervisor who will notify the appropriate command staff.
3. Required Individual Notifications
 - a. Required individual notifications to the identified command will be made by the district/unit supervisor. In all identified circumstances, the Telecommunications Center supervisor shall make those specific notifications.
4. In the event of occurrence of one of the following specific incidents the immediate supervisor at the scene will assume command and the below prescribed notifications are required.
 - a. Minor Work Related Injury to employee - District Lieutenant/unit supervisor.

- b. Serious work related injury to employee - District Lieutenant/unit supervisor and Chief Deputy.
- c. Death of Employee – District Lieutenant/unit supervisor and Chief Deputy who will notify the Sheriff.
- d. Employee involved vehicular crash while on duty, no injuries - supervisor and District Lieutenant/unit supervisor.
- e. Employee involved vehicular crash while on duty, minor injuries - supervisor and District Lieutenant/unit supervisor.
- f. Employee involved vehicular crash while on duty, serious or near death injuries – District Lieutenant/unit supervisor and Chief Deputy who will notify the Sheriff.
- g. Homicide – District Lieutenant/unit supervisor, Criminal Investigation Captain and Chief Deputy who will notify the Sheriff
- h. Violent Felony Crime – District Lieutenant/unit supervisor and Criminal Investigation Captain.
- i. Felony Crime with near Death Injury – District Lieutenant/unit supervisor, and Criminal Investigation Captain.
- j. Special Response Team Call-Outs – District Lieutenant/unit supervisor, SRT Commander, and Chief Deputy.
- k. Explosive Ordnance Disposal Call-Outs – District Lieutenant/unit supervisor, SRT Commander, and Chief Deputy.
- l. High Risk situation – District Lieutenant/unit supervisor, and Chief Deputy.
- m. Severe weather reports Hurricane/Flood/Tornado Natural Disasters, or Large Brush Fires – District Lieutenant/unit supervisor and Chief Deputy who will notify the Sheriff.
- n. Death to any Hendry County law enforcement officer – District Lieutenant/unit supervisor, Chief Deputy, and Sheriff.
- o. Serious injury/death to a prisoner/inmate in Sheriff's Office Custody – District Lieutenant/unit supervisor, Jail Captain, Criminal Investigation Captain, Chief Deputy, and Sheriff.
- p. Vehicle apprehensions with no injuries or property damage – District Lieutenant/unit supervisor.
- q. Vehicle apprehension with injuries or property damage – District Lieutenant/unit supervisor, and Chief Deputy.
- r. Officer involved shooting – District Lieutenant/unit supervisor, Criminal Investigation Captain, Chief Deputy, and Sheriff.
- s. Equipment failure impairing the operational capabilities of the Sheriff's Office – District Lieutenant/unit supervisor, and Chief Deputy.
- t. Public Information Officer (PIO) notification will be according to that procedure.

DEFINITIONS

MINOR INJURY – An injury causing medical treatment that does not require admittance to a health care facility (hospital).

NEAR DEATH INJURY – Injury that has a probability or likelihood of causing death.

NOTIFICATION – Communication with Command Team member(s) either in person or via phone.

OPERATIONS COMMAND TEAM – Shall consist of the following personnel: Sheriff, Chief Deputy, and all personnel with the rank of Captain or above.

REFERENCES

State/Federal Regulations:

None

CFA:

CFA Standards 14.03 and 17.07M

Forms:

None

Other Policy/ Procedure References:

500.25 Call-Out Notification